



## **SUPERVISOR RESPONSIBILITIES**

- **Ensures subordinates receive annual security awareness training**
- **Ensures subordinates complete annual AT Level Certification**
- **Ensures subordinates attend Annual SAEDA & OPSEC Briefings**
- **Submit requests for SCI Access/Indoctrinations to the Bde SS0/S2**
- **Submit requests for Courier Cards to the Bde SS0/S2**
- **Oversight requests for O'CONUS Courier Letters to the Bde SS0/S2**
- **Prepare/submit Bde Access badge Requests to the Bde SS0/S2**
- **Validate requests for USARPAC Access Badge to the Bde SS0/S2**
- **Report lost or stolen access badges to the Bde SS0/S2**
- **Report security violations and/or compromises to the Bde SS0/S2**
- **Submit requests to replace locks or change combinations to Bde SS0/S2**
- **Submit requests to transfer data between networks to the Bde ISS0**
- **Report unauthorized transfer of data up/down IT networks to Bde ISS0**
- **Immediately report spillages of information onto lower networks**
- **Submit request for Official Passports to the Bde SS0/S2**
- **Request PHYSEC Surveys, Assessments and Reports to the Bde SS0/S2**
- **Request VISCERT/PERMCERT for assigned personnel to the Bde SS0/S2**
- **Report marital status changes of assigned personnel to the Bde SS0/S2**
- **Report intent of foreign marriage and/or intentions to Bde SS0/S2**
- **Report cohabitation with foreign nationals to the Bde SS0/S2**
- **Report foreign contact to the Bde SS0/S2**
- **Report foreign travel to the Bde SS0/S2**
- **Know your security responsibilities**